

Office of the Attorney General
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

SECTION CHIEF OF ENVIRONMENTAL LEGAL AFFAIRS

Summary

This position serves as the Section Chief of the State of Indiana, Office of the Attorney General's Environmental Section. As such, its function is to:

- Hire, supervise and guide personnel who represent the State's interests in protecting human health and the environment by representing and providing counsel to the Indiana Department of Environmental Management (IDEM).
- Prosecute civil actions on behalf of the Office of the Attorney General (OAG) and IDEM to enforce state and federal environmental laws by recovering penalties and costs through complaints for enforcement of administrative orders, temporary restraining orders, injunctive relief, and search warrants.

Essential Duties and Responsibilities include the following:

- Provide guidance and supervision to all personnel assigned to the OAG Environmental Section.
- Maintain regular communication with the IDEM Commissioner, General Counsel and Assistant Commissioners concerning the status of current and potential IDEM legal issues.
- Participate in and oversee the legal facets of IDEM rulemaking, permitting, and enforcement actions.
- Review all incoming litigation, litigation requests, and other requests for legal assistance from IDEM and make assignments among the attorneys in the OAG Environmental Section based on the complexity and specific nature of the particular case.
- Discuss the facts and legal issues of existing caseload and provide guidance in new assignments to determine the attorney's understanding of the case and provide ideas and suggestions on how to handle the case.
- Review pleadings, motions and briefs prepared in various cases and other work assignments.
- Participate in the court process with the attorney assigned to the case.
- Refer to and assist the OAG Appellate Division in all appeals.
- Oversee administrative appeals before the Indiana Office of Environmental Adjudication.
- Discuss and evaluate the ability of each attorney in the OAG Environmental Section to negotiate settlements.
- Evaluate workload of each attorney in the OAG Environmental Section to ensure proper distribution of work and timely completion.
- Identify areas of environmental law that are underserved and that could be better addressed by the OAG Environmental Section and develop and implement plans for improvement.
- Other duties as assigned by the Attorney General and/or the Chief Counsel of Litigation.

Qualifications

- Must be licensed to practice law in the State of Indiana
- Excellent written and verbal communication skills
- Significant experience in management and supervision
- Knowledge of and experience with environmental laws
- Familiarity with science and technology used with environmental laws.
- Familiarity with and ability to budget and review costs associated with legal services and expenses
- Experienced with human resources laws and procedures
- Ability to effectively manage and supervise personnel
- Demonstrated ability to meet or exceed client expectations